

**Technical Advisory Committee
to the
[State Records Board](#)**

August 28, 2009
9:00 a.m.
Executive Building – Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, CIO, State of Nebraska
Walter Weir, CIO, University of Nebraska
Richard Brown, Legislative Council

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 9:02 a.m. Roll call was taken. A quorum was present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on August 18, 2009. The meeting agenda posted to the NITC Website on August 17, 2009. A copy of the Nebraska Open Meetings Act was available on a table in the back of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES – [May 15, 2009](#)

Mr. Weir moved to approve the minutes as presented. Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

GRANT REVIEWS

Hamilton County – [Parcel/Property Data Update](#)

Duane Katt and Adam Darbro were present to take questions on the grant application. Members discussed the grant application. Topics discussed included: posting of the data on a website and the relationship to the Assessor's site; work is being done in-house; county commissioners agreed to keep the data current; and the disaster recovery plan.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled "Hamilton County parcel and/or property data update," finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

UNL – Migrating from Tangible to Online

Richard Graham was present to take questions on the grant application. Members discussed the grant application. Topics discussed included: moving from microfilm to PDF and TIFF, need hardware and manpower to make conversions; project looked for existing hardware at University to use, but none available as needed; durable medium requirements, the Library Commission is a partner and will handle this aspect of the project; and indirect cost of about \$2000 were added by the grants management staff.

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application entitled “Migrating from tangible to online: Digitizing microfiche and print Nebraska State Documents,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Ms. Decker seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Abstain. Results: Yes-2, No-0, and Abstain-1. Motion carried.

Board of Barbers Examiner – Enhancement/Restructuring of Licensing System

Ron Pella was present to take questions on the grant application. Members discussed the grant application. Topics discussed included: the Barber Licensing System was created two years ago using Access, this grant enhances and updates due to legislation; security, OCIO involved in the project; and the version of Office used by the agency, Ms. Decker will provide a quote for an updated version..

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “Enhancement/Restructuring of Barber Licensing System,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Abstain and Weir-Yes. Results: Yes-2, No-0, and Abstain-1. Motion carried.

Arthur County, Blain County, Hooker County, Logan County Assessor, and McPherson County Assessor – GIS Projects

Members discussed these five applications as a group. Members discussed the following: storage of backup data; recommendations on contract language regarding ownership of data and rights to the data; and two vendor proposal related documents.

Mr. Weir moved the following resolution:

The committee, having reviewed five related grant applications from Arthur County, Blaine County, Hooker County, Logan County, and McPherson County relating to GIS systems, finds that:

- The projects are technically feasible.
- It is unknown if the proposed technology is appropriate for the projects. With regard to the proposal from Dale Hanna, insufficient information or detail was provided to determine the appropriateness of the technology. Another proposal was provided from GIS Workshop. It is unclear which approach the counties will pursue and what activities are specifically to be provided by each vendor. The applications themselves provided very little detail regarding the technical

approach of the proposed county projects. One application (Hooker County) did include a more detailed proposal from GIS Workshop, but it was not clear if this was the approach selected by Hooker County and whether the details of this GIS Workshop proposal applied to the other applicants or not.

- It is unknown if technical elements can be accomplished within the proposed time frame and budget. The GIS Workshop proposal states that “pricing is dependent on all six counties moving forward with the project.” Only five of the listed counties submitted grant requests – Arthur, Blaine, Hooker, Logan, and McPherson. It is unknown what the status of the project is with respect to the sixth county, Grant County.
- The Committee recommends that the contract(s) with the vendor clearly provide that the county owns the data and that they have a right to get a complete copy of the data in a non-proprietary, readable format upon request.
- Storage of public data, including backup data, should be done at an appropriate location, not to include an individual's private residence.
- The Committee recommends that any grant(s) awarded should contain a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Lincoln County - [Enhanced Web Service](#)

Members had questions about the financial information. Attempts to telephone the project contacts were unsuccessful. This application was tabled until later in the meeting.

Richardson County - [Enhancement of Land Records – Web Access](#)

Members had questions about the costs of the project and where the non-grant funds are located. Members telephoned the Deputy Assessor, and were directed to contact the Appraiser, Ron Elliot. Members were unable to reach Mr. Elliot by telephone. This application was tabled until later in the meeting.

Valley County Assessor - [GIS – Web Access](#)

Pam Arnold was available by telephone to discuss the application. Discussion about costs and funding followed. Phase 1 is \$27,000 and Phase 2 is \$15,000. They have already paid \$10,000, and still owe \$17,000 for Phase 1. Phase 2 included the website and probably would not be done without grant funding. The county has agreed to pay for ongoing maintenance and support.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Geographic Information Implementation & Web Access,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget.
- The proposal indicated that Phase 1 costs are \$27,000 for the GIS system and Phase 2 costs are \$15,000 for the GIS Web portal. A project representative indicated that \$10,000 has already been expended on Phase 1. The additional \$17,000 for completion of Phase 1 has been budgeted by the county.

- Clarification is needed with respect to the availability of the GIS information on a Web site with no fees or subscriptions required.
- If the grant is awarded, the Committee recommends a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

Mr. Weir seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Returned to: Richardson County - [Enhancement of Land Records – Web Access](#)

Members were unable to reach the project contact by telephone.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Enhancement of Richardson County Land Record Information Management and Web Access,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget. The cost of the project is \$76,000, and there is no indication of additional funding beyond the grant request for \$25,000.
- If the grant is awarded, the Committee recommends a condition requiring compliance with Nebraska Information Technology Commission standards and guidelines NITC 3-201 (Geospatial Metadata Standard) and NITC 3-202 (Land Record Information and Mapping Standard) posted at <http://www.nitc.ne.gov/standards/>.

Mr. Brown seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

Returned to: Lincoln County - [Enhanced Web Service](#)

Dennis Sullivan and Maryann Long were contacted by telephone to discuss the application. Q: What use of grant funds in payment scheduled in section 7? A: Sullivan indicated the \$25,000 will go to payment in schedule. Q: How will payments be made for years 2 and 3? A: The first payment has been made, the grant is for the second payment, and may request another grant for year 3. Q: Will it be completed on-time? A: Long: yes.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “Lincoln County/City of North Platte enhanced web service,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- It is unknown if the technical elements can be accomplished within the proposed time frame and budget. The application states that there are to be three separate payments of \$28,000 for the project. Based on information received at the Committee meeting, it appears the applicant has already made the first payment. This grant request would be applied to the second payment. It is unknown how the third payment would be funded.

Ms. Decker seconded the motion. Roll call vote: Brown-Yes, Decker-Yes and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting was adjourned at 11:32 a.m.

The meeting minutes were taken by Rick Becker of the Office of the CIO.